DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
THURSDAY, MAY 2, 2013
TOWN OFFICES – 7:00 P.M.

The Dunbarton Board of Selectmen held their regularly scheduled meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Travis James, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of Boards/Committees and Town Officials:

Jeff Crosby, Road Agent
Dan Sklut, Police Chief
Linda Marcoux, Police Department
Leonard LaMarca, Police Department
Beth LaMarca, Police Department
Chris Remillard, Police Department
Joe Milioto, Police Department
Pam Milioto, Town Treasurer
Mike Gorham, Police Department
Linda Landry, Town Clerk

Members of the Public:

Robert Marcoux
Pam Sklut
Ralph McClellan and family members

Les Hammond, Chairman, called the meeting to order at 7:00 p.m. with a full Board of Selectmen present along with Line Comeau, Town Administrator, and Alison Vallieres, Recording Secretary.

APPROVAL OF PREVIOUS MEETING MINUTES (April 22, 2013 Workshop Meeting and regular meeting of 4/25/2013)

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the Non-Public Workshop Meeting, Monday, April 22, 2013 as written. Travis James seconded the motion. The motion passed unanimously.

MOTION:

Ted Vallieres made a motion that the Dunbarton Board of Selectmen approve the minutes of the previous meeting of Thursday, April 25, 2013 as written. Travis James seconded the motion. The motion passed unanimously.
DAN SKLUT, POLICE CHIEF:

Dan Sklut, Police Chief, introduced Ralph E. McClellan as the new Police Officer and requested the Board of Selectmen appoint Ralph E. McClellan as the new full-time Police Officer. Les Hammond, Chairman, read the Notice of Appointment paperwork for Ralph E. McClellan.

Linda Landry, Town Clerk, swore Ralph E. McClellan in as a full-time Police Officer with the Oath of Office.

Congratulations to Ralph E. McClellan and welcome aboard.

JEFF CROSBY, ROAD AGENT:

Charge of Hauling Equipment:

The Board of Selectmen noted that recently Peter Gamache, Highway employee had been contracted to haul rental equipment with his own vehicle. The Board of Selectmen asked if this was done on his own time or on the Town time.

Jeff Crosby, Road Agent, stated that Peter Gamache used his own equipment because it was cheaper than if the Town had contracted with someone else to haul the equipment. In the past, the Town has paid $300 each way for hauling the rental equipment. Mr. Gamache did this on Town time but was paid for the use of his equipment.

Culvert - Armand's Way:

Jeff Crosby, Road Agent, reported that the Highway Department unblocked the culvert at Armand's Way this past week. Mr. Guilbeault is happy with the results. Put a screen over the end of the culvert along with some riprap.

Request re Dust Control:

Have received a request from a resident on Tenney Hill Road regarding the Highway Department putting down dust control. Will be doing this in the near future.

DAN SKLUT, POLICE CHIEF:

Dan Sklut, Police Chief, appeared before the Board of Selectmen regarding the following issues:

Trade of 2002 Ford Explorer:

Reported that MacMulkin Chevrolet has offered $2,000 towards a trade in for the 2002 Ford Explorer. The vehicle has additional rot, a missing console and was previously a police vehicle. This lowers the value. Would suggest that we accept the trade. There will be no State auction until fall.

*Selectmen reached an agreement that the Police Chief accept the $2,000 trade for the 2002 Ford Explorer.*

Personnel Plan:

Asked what the reasoning was for changing the pay day from Thursday to Friday.

Les Hammond, Chairman, stated that we were having people pick up their checks on Wednesday when the pay date was Thursday. In the past, it was on Fridays. This has not been brought up until now.
Alison Vallieres noted that this will change the date for IRS payments, etc. along with the payroll checks and also Accounts Payable.

*The pay checks will be dated for Fridays.*

**Police Department Office Manager - Comp Time:**

Stated he would like to establish a Compensatory Time Plan for Linda Marcoux. She sometimes has to work beyond her normal hours or is call in for emergencies. Compensatory time would help her in that she would be able to take it in the event of illness or family emergencies.

Stated that she has to work 34.5 hours per week in order to keep the cash flow working for her.

The Board of Selectmen noted that there are certain criteria that relate to the New Hampshire Retirement System and how many hours qualify for the Town to participate in the system. If an employee works over a certain amount of hours, the Town is automatically required to include the employee in the NHRS.

*Will call NHRS to determine what the number of hours would be in order to qualify for retirement, etc.*

**Pay Step for Master Patrolman:**

Requested that the Template for Wages for the Master Patrolman be amended as follows:

Would suggest that the Step 1 be increased by 4% based on adjustments made for other town employees in similar positions. Step 2 and 3 should be increased by 5% each. The revised table would be as follows:

<table>
<thead>
<tr>
<th>Master Patrolman</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>$24.12</td>
<td>$25.33</td>
<td>$26.60</td>
</tr>
</tbody>
</table>

Stated that when an employee is given a promotion, he/she should get an increase in salary. The way the tables are presently, the person going into the Master Patrolman position would be getting a pay decrease instead of an increase. This change would allow an increase in salary for a promotion.

It was noted that no funds would be required from the Board of Selectmen. This would be handled within the Police Department budget.

Ted Vallieres stated that the entire Step Increase Plan had been done without any planning. Because of this, he would have to abstain from the vote because at this point, he wanted nothing to do with the increases in salary that have been made.

Travis James stated that Ted Vallieres was the one who made the motion to increase the salary of the Town Administrator.

Ted Vallieres responded that he did that in an attempt to keep the salary adjustments based on positions and not personalities. We should be looking at the whole picture instead of giving individuals salary increases not based on facts.

*MOTION:*

*Travis James made a motion that the Dunbarton Board of Selectmen approve the request from the Police Chief to increase the Master Patrolman Step 1 by 4% to $24.12, Step 2 increase by 5% to $25.33*
and Step 3 increase by 5% to $26.60.  Les Hammond seconded the motion. The motion passed by a majority vote as follows:

Hammond - Yes
James - Yes
Vallieres - Abstained

Ted Vallieres stated that there was nothing personal about his not voting for the Step change. It was because he could not agree with the way the entire process had been done.

Master Patrolman change to Police Sergeant:

Requested that the Board of Selectmen approve the change in title for the Master Patrolman to Police Sergeant.

The Board of Selectmen reached a consensus to change the title from Master Patrolman to Police Sergeant.

Police Chief's Salary:

Noted that the Police Chief's salary is contractual with no increases written into the five year contract. The only increases in pay would be based upon inflation. Based on the recent adjustments to other employees salary, he would like the Board of Selectmen to consider an increase in the Police Chief salary.

Noted that the statewide average is $66,622 to $76,476. In addition, the Police Chief past history is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$72,280</td>
</tr>
<tr>
<td>2008</td>
<td>$72,200</td>
</tr>
<tr>
<td>2009</td>
<td>$73,008</td>
</tr>
<tr>
<td>2010</td>
<td>$75,928</td>
</tr>
<tr>
<td>2011</td>
<td>$75,928</td>
</tr>
<tr>
<td>2012</td>
<td>$78,965</td>
</tr>
</tbody>
</table>

Chief Dan Sklut

$70,000
$72,100

Asked that the Board of Selectmen to consider his request.

The Board of Selectmen agreed to take the request under advisement.

OTHER DEPARTMENTS:

Line Comeau, Town Administrator, brought up the following items for discussion and/or action:

Personnel Plan - Call Back:

The subject of Call Back hours was discussed and it was established that this is already addressed within the Personnel Plan.

Overtime:
Jeff Crosby, Road Agent, asked that the word "not" be taken out of the sentence relating to "Sick days, holidays, vacation time, leaves of absences, and other time off benefits are......".

After discussion, it was established that the Board of Selectmen had put in the clause "or when called in to work for emergencies" to cover situations when employees would be working overtime.

Appendix Calculations for Land Use Clerk:

Ted Vallieres noted that Step 1 and Step 2 were calculated at a different hourly rate. Should be as follows:

<table>
<thead>
<tr>
<th>Land Use Clerk</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>$20.19</td>
<td>$21.20</td>
<td>$22.26</td>
</tr>
<tr>
<td>Weekly</td>
<td>$807.60</td>
<td>$848.00</td>
<td>$890.40</td>
</tr>
<tr>
<td>Annually</td>
<td>$41,995.20</td>
<td>$44,096.00</td>
<td>$46,300.80</td>
</tr>
</tbody>
</table>

Personnel Plan Public Hearing:

Noted that the Personnel Plan Public Hearing is scheduled for Thursday, May 9, 2013 at 7:00 p.m. in the Town Offices.

Road Public Hearing - Thursday, May 16, 2012:

Noted that the Road Public Hearing is scheduled for Thursday, May 16, 2013 at 7:00 p.m. in the Town Offices.

Bids:

Have received quotes from three different legal firms. Will see if LGC has any lists of attorneys.

School Score Board:

Received a communication from Deb Foster, School Board, regarding replacing the Score Board in the School Gym. It was noted that the Recreation Committee had been saving their money for a new score board. The Recreation Committee has said they will pay half the cost of a new score board. The School Board has suggested the Town and the School split the cost of the remaining expense.

The Board of Selectmen noted they did not put any money aside for this project.

Ted Vallieres stated he thought it was the Town's responsibility for the outside and the School Board is responsible for the inside.

Jeff Crosby, Road Agent, suggested that this might be the time to discuss the school taking over the snow blowing of the school walkways in return for the Town putting money towards a new score board. The school could have one of their janitors do the snow blowing of the walkways.

The Board of Selectmen will talk with the new principal to get something resolved.

Town Office Bulletin Board:
Reported that the Town has received a copy of plans from the Town of Warner for a new Bulletin Board. They have been drawn up by an engineer. Warner's cost for their bulletin board was around $1,000.

Complaint from Realtor - Cowan and Zellers:

The Town has received a complaint from a realtor regarding removing signs.

Les Hammond, Chairman, reported that he had removed two signs, one from Barnard Hill on Route 13 and the other at Old Fort Estates. He noted that according to the temporary sign ordinance, there is a $1,000 fine for putting signs up, etc. He disposed of them.

Webinar re Tax Deeded Property:

Reported there is a Webinar scheduled for Wednesday, May 15, 2013 at noon regarding process for tax deeded properties. It includes the Selectmen's role in the process.

Terminex Quote:

Travis James reported that he had received the quote from Terminex for the Vapor Barrier for the Town Offices. He will e-mail it to Line Comeau, Town Administrator.

LINDA LANDRY, TOWN CLERK:

Increase in Petty Cash Account:

Requested an increase in the Town Clerk Petty cash account. It is presently only $50.00. More and more people are paying with cash and she needs to make change, etc. Has checked with the auditor and he noted it was up to the Board of Selectmen.

The Board of Selectmen reached a consensus to increase the Town Clerk's Petty Cash account by $100.00 for a total of $150.00.

Web Site:

Reported that everything is up to date on the website.

Travis James stated that Linda Landry is now doing all of the website postings and is doing a great job.

ALISON VALLIERES, PLANNING AND ZONING SECRETARY:

Reported that there is a Zoning Board of Adjustment Meeting on Monday, May 13, 2013 and a Planning Board Meeting on Wednesday, May 15, 2013.
There being no further business, the following motion was made:

**MOTION:**

*Les Hammond made a motion that the Board of Selectmen meeting adjourn at 9:00 p.m. The motion was seconded by Ted Vallieres and passed unanimously.*

Respectfully submitted,

Alison R. Vallieres, Recording Secretary

__________________________
Les Hammond, Chairman

__________________________
Ted Vallieres, Selectman

__________________________
Travis James, Selectman